

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PLAN REVIEW SPECIALIST II

DEFINITION:

Under general supervision, in a training capacity, to review building plans for single-family residences for compliance with water and sewer requirements; to issue permits for accessory structures, public improvements, and land development at a public plan check counter; and to perform related plan check and permit issuance duties.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey level class in the Plan Review Specialist series. Positions classified at this level may be underfilled with Engineering Trainee, Junior Engineering Aide, Zoning Investigator I, Zoning Investigator II, and Plan Review Specialist I in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Conducts plan checks of single-family residences for water and sewer requirements;
- Issues general and special-zone demolition permits;
- Issues permits for public improvements and land developments;
- Processes the submittal of engineering plans for public structures;
- Checks and rechecks plans for R-1 and A-1 zones for compliance with zoning regulations;
- Conducts water and sewer research of new tentative parcel and subdivision maps;
- Processes building plans and stamp-outs;
- Releases permitted orders;
- Provides information to the public.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Satisfactory completion of the Building Inspection Division's Appointing Authority list of critical tasks for advancement to Plan Review Specialist II.

- * EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.